

Mail Improvement

9 November 1970

Herbert E. Angel, Deputy Archivist of the U.S.
Office of Records Management (NRP)
National Archives and Records Service
General Services Administration
Washington, D.C. 20408

Dear Mr. Angel:

Reference is made to your letter of July 10, 1970 concerning the U. S. Government Mail Improvement Program and calling for a progress report as of October 1, 1970.

a. We wish to report that Mr. Kunzig has been notified of my appointment as the Chief, Administrative Officer for the Mail Improvement Program within CIA vice Mr. George E. Maloon.

b. Five of our senior administrative officers have participated in the training program for resource leaders conducted by the National Archives and Records Service. Personnel responsible for preparation and handling of mail have been indoctrinated with the precepts of the guidelines established by the General Services Administration and the Post Office Department in "Prepare with Care." In addition, all personnel involved with outgoing mail handled through the Post Office system--originators, typists, coordinators, messengers, and processors--have been advised to avoid accumulation of mail for posting at the end of the day.

c. Further, we received over 1200 copies of the booklet "Prepare with Care" and made distribution within the Agency. The Agency is experiencing no problems in the application of the guidelines.

d. In November an internal training session on Mail Improvement is scheduled for 80 Records Management Officers.

[Redacted Signature Box]

STATINTL

CIA Records Administration Officer

6 NOV 1970


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MEMORANDUM FOR: Director of Logistics

SUBJECT : Responsibility for the Mail Improvement Program

Your proposal to transfer the responsibility for the U.S. Government Mail Improvement Program to the Support Services Staff has been approved by the Acting Deputy Director for Support. We have notified the Administrator of General Services Administration and the Deputy Archivist of the United States. The progress report due has been sent to that office.

STATINTL


Chief, Support Services Staff

DDS/SSS/RHW:rf (6 November 1970)

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